City of Oroville

Planning Division - Community Development Department

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TRAKIT#:_____-_____

COTTAGE FOOD OPERATIONS (CFO)

(Please print clearly and fill in/provide all that apply)

REQUIRED FOR A COMPLETE APPLICATION	TYPE OF OPERATION
{ } Completed and signed Application Forms	☐ Class A: (See below)
{ } Application Fee Paid: ($236.00) + 6% Tech Fee = $250.16	☐ Class B: (see below)

How many non-family members will be working at this CFO? _____

*** All cottage food operation permits are non-transferrable, subject to all the provisions in the City's zoning code, AB-1616, and require approval from Butte County Public Health prior to starting operations.**

CLASS A

A "Class A" cottage food operation, which is a cottage food operation that ***may engage only in direct sales of cottage food products*** *from the cottage food operation or other direct sales venues described in AB-1616, and is subject to the following:*

_____ 1. Submission of self-certification checklist verifying the cottage food operation conforms to the requirements of AB-1616.

_____ 2. No cottage food preparation, packaging or handling may occur in the home kitchen concurrent with any other domestic activities, such as a family meal preparation, dishwashing, clothes washing or ironing, kitchen cleaning, or guest entertainment.

_____ 3. No infants, small children, or pets may be in the home kitchen during the preparation, packaging, or handling of any cottage food products.

_____ 4. Kitchen equipment and utensils used to produce cottage food products shall be clean and maintained in a good state of repair.

_____ 5. All contact surfaces, equipment, and utensils used for the preparation, packaging, or handling of any cottage food products shall be washed, rinsed, and sanitized before each use.

_____ 6. All food preparation and food equipment storage areas shall be maintained free of rodents and insects.

_____ 7. Smoking shall be prohibited in the portion of a private home used for the preparation, packaging, storage, or handling of cottage food products and related ingredients or equipment, or both, while cottage food products are being prepared, packaged, stored, or handled.

CLASS B

A "Class B" cottage food operation, which is a cottage food operation that ***may engage in both direct sales and indirect sales of cottage food products*** *from the cottage food operation, from direct sales venues described in AB-1616, from offsite events, or from a third-party retail food facility described in AB-1616, and is subject to the following:*

_____ 1. A "Class B" shall comply with the requirements described for "Class A" cottage food operation.

**** By initialing above, I acknowledge and agree to the stated requirements.**

FOOD TO BE PREPARED / LOCATION OF SALES

(In detail, describe the type(s) of food(s) that will be prepared and all locations were sales will occur.)

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SELF-CERTIFICATION CHECKLIST

Facility Requirements

1. Is the CFO located in a private dwelling where the CFO operator currently resides? ……. ☐ Yes ☐ No
2. Will the CFO food preparation take place in the private kitchen within the home? …… ☐ Yes ☐ No
3. Will there be additional storage used for the CFO? ……. ☐ Yes ☐ No [ ] N/A
   - If so, will it be exclusively for storage? …… ☐ Yes ☐ No
4. Are sleeping quarters excluded from areas used for CFO food preparation and storage? ……... ☐ Yes ☐ No
5. Is the CFO served by a potable water supply? ……. ☐ Yes ☐ No

Employee & Training Requirements

1. Have all persons preparing or packaging CFO products completed the CDPH food processor course within 3 months of operation (after the training has become available)? ..... ☐ Yes ☐ No
2. Does the CFO have no more than 1 full-time employee? (Note: family members not included)…… ☐ Yes ☐ No

Sanitation Requirements

1. Are kitchen equipment and utensils used in the CFO clean and in a good state or repair? ..... ☐ Yes ☐ No
2. Are all food contact surfaces, equipment, and utensils used for the preparation, packaging, or handling of any CFO products washed, rinsed, and sanitized before each use?..... ☐ Yes ☐ No
3. Are food preparation and food/equipment storage areas maintained free of rodents and insects? ..... ☐ Yes ☐ No

Food Handling and Preparation Requirements

1. Will hands be washed immediately prior to handling foods and after engaging in any activity that contaminates the hands, ie. after using the toilet, coughing/sneezing, eating or smoking? ..... ☐ Yes ☐ No
2. Will hands be washed using warm potable water, pump soap, and clean towels? ..... ☐ Yes ☐ No
3. Will all food ingredients used in the CFO products be from an approved source? ..... ☐ Yes ☐ No
4. Will the following be excluded from the CFO area during the preparation, packaging, or handling of CFO products:
   - Domestic activities such as family meal preparation, dishwashing, clothes, washing or ironing, kitchen cleaning, or guest entertainment? ……... ☐ Yes ☐ No
   - Infants, small children, or pets? …… ☐ Yes ☐ No
   - Smoking? …….. ☐ Yes ☐ No
   - Any person with a contagious illness? …….. ☐ Yes ☐ No

Labeling Requirements

1. Will CFO foods be labeled in compliance with the Federal Food, Drug, and Cosmetic Act and include: (a) Words "Made in a Home Kitchen" in 12-point type font; (b) Common name of product or a descriptive name; (c) Name of the Cottage Food Operation; (d) Registration or permit number and county issuing permit; and (e) Ingredients listed in descending order of weight? ……. ☐ Yes ☐ No

Permissible Sales Requirements

1. Does the CFO owner agree to restrict gross sales in the year 2013 to no more than $35,000, in the year 2014 to no more than $45,000, and in year 2015 and later to no more than $50,000? ……... ☐ Yes ☐ No

APPLICANT'S SIGNATURE

I hereby certify that the information provided in this application is, to my knowledge, true and correct.

Applicant's Signature: _____ Date: _____

FOR OFFICE USE ONLY

APPROVED BY: _____ DATE: _____

{ } Credit Card #:_____ { } Debit Card #: _____ { } Money Order { } Cash { } Check #_____

The Community Development Department operates on a full cost recovery for processing of permits. Staff will charge their time and any expenses associated with processing the application against the initial deposit. Fees that have been captured for the reimbursement of City expenses are non-refundable.
Technology cost recovery fees are non-refundable